Approved For Release 2060/06/1995 P57-00042A000200110025-9

12 April 1950

TO

: TRD Policy Committee

FROM

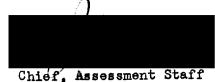
: Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Statistical Analyst/Stenographer, Assessment Staff. Present rating GS-6. Proposed rating GS-7.

The qualifications for this position are as follows:

- a. At least two years college education with courses in: general psychology, psychological and educational statistics, psychological tests and measurements, and business administration.
- Service as a member of the armed forces during World War II. (Combat and/or overseas experience highly desirable but not required).
- Willingness to be trained and to serve, when necessary, as an administrative assistant or administrative officer in an intelligence assignment, either in headquarters or in an overseas post.
- Initiative, emotional stability, social maturity, poise, sensible, practical, industrious. Pleasing, well-balanced personality.
 - Dictation speed 150 words per minute. 0.
 - Typing speed, 70 words per minute. f.
 - Excellent abstract reasoning ability and verbal intelligence. g.
- Excellent proficiency in spelling, punctuation, capitalization, and arithmetic computation.
 - i. Excellent proofreader.
 - Favorable assessment report before assignment to position. j.
- The work responsibilities for this position are as follows:
- Serves as assistant to psychologist and senior psychologist in the handling of covert cases.

- b. Handling of all administrative details in connection with covert assessment cases.
- c. Is responsible for all covert scheduling and the accurate maintenance of covert records.
- d. In scheduling covert assessment cases, confers with branch, division, and staff chiefs.
- e. Processes and scores aptitude and psychological tests given to covert assessment cases and constructs profile charts and psychographs.
- f. In the absence of the psychologist administrers tests to assessment cases as required by the senior psychologist.
- g. Advises psychologist and senior psychologist concerning cases in progress.
- h. Devises new and simplified scoring procedures for aptitude tests which must be modified to meet covert assessment needs.
 - i. Makes and revises test and report forms.
- j. Collates and organizes the notes of the senior psychologist and psychologist, either oral or written, into final written form.
- k. Types final assessment reports from stenographic notes or from dictaphone transcription.
- 1. Compiles covert test norms and presents such data in terms of tables, charts, graphs, profiles, and frequency distributions.
- m. Maintains custody of special tests required for covert assessment purposes and is responsible for their preparation, distribution, and proper use.
- n. Writes detailed observation reports on covert assessment cases in connection with test administration and problem situations.
- o. Participates in situation-Testing programs, as critic, observer, decoy.
- p. Keeps Top Secret, Eyes Alone, record files on all covert assessment cases and limits their distribution to the proper persons.



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